



*A place where families and businesses thrive.*

**City Council Work Session Meeting Minutes**  
**5:40 PM – Federal Priorities**  
**6:15 PM – Parks and Recreational Fee Schedule**

**Monday, December 13, 2021**  
**Zoom Community Auditorium**

***Minutes are unofficial until approved by City Council.***  
***Council approved minutes as presented January 24, 2022.***

**ROLL CALL: COUNCIL PRESENT ATTENDED BY ZOOM WEBINAR:** Donna Gustafson; Kristy Kottkey; Timothy Rippe; Mariana Valenzuela; Malynda Wenzl; and Mayor Peter Truax.  
**COUNCIL ABSENT:** Elena Uhing.

**STAFF PRESENT ATTENDED BY ZOOM WEBINAR:** Jesse VanderZanden, City Manager; Paul Downey, Assistant City Manager/Finance Director; Anne Lane, Parks and Recreation Director; and Anna Ruggles, City Recorder.

The work sessions were held in a “hybrid” format allowing the public to attend both virtual and in-person in the Community Auditorium. Members of the public could observe the meeting LIVE on Zoom Webinar or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming.

**A. 5:45 PM – WORK SESSION (FEDERAL PRIORITIES):**

Mayor Truax called the work session meeting to order at 5:42 p.m. via Zoom Webinar Video Conference.

**Staff Report:**

Downey and VanderZanden reported the intent of the work session was to introduce CFM Advocates, who the City has consulted with to represent the City in Washington, D.C., noting CFM will assist the City with legislative initiatives to obtain grants and appropriations (earmarks) for potential projects, programs and staffing for public safety. VanderZanden introduced CFM Advocates, who presented a PowerPoint presentation overview of the History; Scope of Services; and 2022 Federal Agenda, noting the City’s department directors and pertinent staff identified the following potential major project priorities to be advocated for in the 2022 Funding Cycle:

- Transportation
  - TV Highway Safety Improvements – \$3 million
  - Emerald Necklace Pathway – \$1 million
  - Highway 47 Fern Hill/Maple (grant request) – \$8 million
- Economic Development
  - Festival Street – \$2 million
- Public Safety

- Two Police Officers – \$400,000
- Two Firefighters – \$300,000
- Water/Sewer
  - East Side Emergency Tie-In – \$2 million
- Electric Grid Resiliency – \$3 million

**Council Discussion:**

Mayor Truax opened the floor as roundtable discussion ensued pertaining to the City's potential project priorities identified above to be advocated by CFM in the 2022 Funding Cycle. Downey, VanderZanden and CFM responded to inquiries pertaining to the federal funding programs and projects that have been the most successful, noting it is important to prioritize projects in accordance with federal funding programs and advocate for specific and well justified funding requests. During the roundtable discussion, the following two potential projects emerged:

- Transportation
  - Council Creek Regional Trail Corridor (CCRTC)
- Water/Sewer
  - Water Resiliency

In conclusion of the above-noted discussion, Council collectively concurred with the potential project priorities identified above by staff to be advocated by CFM in the 2022 Funding Cycle. VanderZanden advised CFM will assist in finalizing the funding requests as well as oversee advocacy efforts on behalf of the City, noting the City's requests must be finalized by early February, 2022, in order to be ready to be advocated for in the 2022 funding cycle.

No formal action nor formal decisions were made during the above-noted work session.

**Adjournment:**

Mayor Truax adjourned the above-noted work session at 6:13 p.m.

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**B. 6:15 PM – PARKS AND RECREATIONAL (P&R) FEE SCHEDULE:**

Mayor Truax called the work session meeting to order at 6:15 p.m. via Zoom Webinar Video Conference.

**Staff Report:**

Lane and VanderZanden facilitated the work session, noting the purpose of the work session was to propose implementing a new benefit-based method for setting the Aquatic Center's parks and recreation fees and charges. Lane presented a PowerPoint presentation overview of the proposed Resource Allocation/Cost Recovery Pyramid Model, noting model defines the programs and services by using five different levels based upon the level of community versus individual benefit: 1) Mostly Community Benefit; 2) Considerable Community Benefit; 3) Balanced Community/Individual Benefit; 4) Considerable Individual Benefit; and 5) Mostly

Individual Benefit. Lane reported the two existing fee schedules do allow for autonomy, noting with greater autonomy, the better the department is able to embrace the responsibility of balancing availability of services and affordability while building transparency and consistency for both the consumer and staff. In conclusion of the above-noted staff report, Lane advised staff is recommending to combine the two existing fee schedules and implement the pyramid model to help guide fees that are subject to Council approval and provide the department with discretion to establish fees based on programmatic guidelines.

Discussion:

Mayor Truax opened the floor as roundtable discussion ensued pertaining to the above-proposed Resource Allocation/Cost Recovery Pyramid methodology and City policies for establishing fees. Lane responded to various concerns and scenarios presented pertaining to whether to consider implementing shared-use agreements with Banks, Cornelius and Gaston, i.e., waiving out-of-city fees, noting some programs and services may have priorities to ensure cost recovery goals while still providing fair and equitable fees. It was noted that increased participation from neighboring cities could possibly generate more revenue. Mayor Truax advised the Aquatic Center was constructed by the Forest Grove taxpayers' dollars (General Obligation Bonds). Lane added the department could consider establishing a scholarship program (reduced or waived fees) based on federal guidelines for families receiving free or reduced lunch. The community engagement ideas included asking the P&R Commission to seek community input, Committee for Community Involvement seeking input at the Annual Town Meeting, and Council seeking input as part of its goal-setting process. In conclusion of the above-noted discussion, Council collectively concurred to proceed with the above-noted model, to which VanderZanden advised staff would conduct additional research prior to bringing back a proposed fee resolution for Council consideration at a later date.

No formal action nor formal decisions were made during the above-noted work session.

Adjournment:

Mayor Truax adjourned the above-noted work session at 6:46 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder